




COMPLETING THIS FORM


1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **For security purposes, do NOT send QBCC forms that include payment details by email.**

PLEASE PROVIDE THE FOLLOWING

- Photo identification, proof of work eligibility and declarations 
- Technical qualifications 
- Work history and experience 
- Referee report 
- Complete all sections of application form 
- Review checklist and ensure all documents are provided 
- Submit application form with full payment 







Your application CANNOT be approved until all required documents have been received and accepted. 

If information is missing or incomplete, your application will be delayed.

Your total application fee must be paid in full before QBCC will start to process or review your application.



THE QBCC WILL

-  Review your application
-  Assess your knowledge and experience
-  Request further information if required
-  Conduct referee check
-  Make a decision on your application
-  **Notify you of the outcome**

CHECKLIST – PAGE 1 OF 2

Review and complete this checklist before submitting your application.

It will help ensure you have provided all the required information.



Your application CANNOT be approved until all required documents have been received and accepted. If information is missing or incomplete, your application will be delayed. Do not send original documents as they will not be returned. Copies should be provided instead.

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – page 4

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

I have provided all my **personal details** (including my full name, phone contact number and email address).

I have provided all **address details** (including my postal, business and home addresses).

I have read the **declaration** and **signed the form not more than 30 days** before QBCC will receive it.

Only for current or previous QBCC licence holders

I have provided my **QBCC licence number**.

SECTION 2 – WORK ELIGIBILITY AND PROOF OF IDENTITY

– page 6

PLEASE NOTE: If you are not an Australian citizen or permanent resident, or do not have a current visa allowing you to work in Australia, you are not able to apply for a licence.

I have attached a **certified copy of my current and valid photo identification**.

Only if you are working in Australia under a current visa

I have provided a copy of my **current passport or ImmiCard**, clearly showing the **document number** and any relevant conditions that apply.

I have provided a copy of my **current visa** and any other **work eligibility documentation**.

Only if you have ever changed your legal name

I have provided a copy of any available **official proof of name change documents**.

SECTION 3 – CERTIFIED PASSPORT-SIZE PHOTOS – page 7

I have provided **two (2) colour passport-size photos, less than 6 months old, signed and dated** on the back by a qualified witness.

Using a paperclip, I have attached the **signed and dated photos** to this form in the box indicated.

The qualified witness has **ticked the box to indicate their witness category** and has **signed and dated the declaration**.

SECTION 4 – LICENCE TYPE AND CLASSES – page 8

I have ticked the **licence type and licence classes** that I wish to apply for.

SECTION 5 – TECHNICAL QUALIFICATIONS – page 8

PLEASE NOTE: If copies of any of the documents required to meet your technical qualifications are not provided, the processing of your application will be delayed until they are received.

I have reviewed the **Technical Qualifications for Licensing** document on the QBCC website to understand the current technical qualifications for the licence classes I am applying for.

I have provided a copy of my **technical qualifications** that are relevant to each licence class I am applying for.

SECTION 6 – BUSINESS STRUCTURE – page 9

Only if you have a registered business name

I have provided a copy of a **Current Business Name Extract** from the Australian Securities and Investments Commission (ASIC).

Only if you have a partnership

I have provided a **signed copy of QBCC’s Partner Declaration form** that has been completed and signed by my business partner.

I have provided a **copy of the partnership agreement** or have included a **copy of QBCC’s Statutory Declaration for Partnership Agreement**.

SECTION 7 – PROFESSIONAL INDEMNITY (PI) INSURANCE

– page 10

Only if you are applying for a Builder—project management services or Completed residential building inspection contractor licence and hold PI insurance

Holding PI insurance is optional for Builder—project management services

I have attached a **statutory declaration** verifying my insurance complies with the minimum standard of insurance.

I have attached a **certificate of currency** for the insurance as evidence of my current **PI insurance** policy.

Only if the PI insurance was arranged by a broker

I have attached a **receipt given by the broker** for payment of the insurance.

Only if you are applying for a Builder—project management services contractor licence and hold PI insurance

I have attached a completed **Estimated Maximum Revenue Declaration form**.

If you **do not hold PI insurance** and would like to request an exemption

I have attached a completed **Professional Indemnity Insurance Declaration - Exemption form**.

CHECKLIST – PAGE 2 OF 2**SECTION 8 – FINANCIAL CATEGORY** – page 11

Only if you are applying for a contractor type of licence.
Not applicable to nominee supervisor applicants

I have **reviewed the information** about Minimum Financial Requirements (MFR) available on the QBCC website at qbcc.build/what-mfrs for the financial category and licence classes that I am applying for.

I have **ticked the relevant Maximum Revenue category** based on my financial information.

Only if you have selected Categories 1-7 (Maximum Revenue exceeding \$800,000)

I have attached a copy of my **Minimum Financial Requirements (MFR) report and signed financial statements**.

SECTION 9 – LEGAL ELIGIBILITY AND SUITABILITY

– page 12

If you have any questions or require further clarification on anything in this section, please contact QBCC to discuss.

I have **answered all the questions** in this section with either a YES or NO.

Only if you answered ‘YES’ to any of the questions in this section – I have enclosed copies of relevant documents such as:

A **National Police Certificate (no older than 30 days)** from an Australian State or Federal Police service.

Any relevant **infringement notices or proceedings documents** relating to building work.

Any **decisions** handed down by the **Tribunal, Board, Commission or Authority**.

A **court or tribunal order or adjudication decision, or SPER debt statement**, including any payment arrangements.

Evidence of **discharge from bankruptcy or finalisation of the debt agreement** - either from the trustee/debt agreement administrator or a search from AFSA.

Evidence that the **personal insolvency agreement has been finalised** - either from the trustee or a search from AFSA.

All **reports to creditors**.

SECTION 10 – INTERSTATE AND NEW ZEALAND LICENCES

page 13

I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

Only if you currently hold, or have held, a licence to undertake or supervise building work in another Australian state, territory or New Zealand

I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my application to provide these details where required.

Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceeding documents.

SECTION 11 – NOMINATED REPRESENTATIVE - AUTHORITY TO ACT (OPTIONAL) – page 13

Only if you would like to give authority to a nominated representative to act on your behalf

I have attached a **completed and signed Nominated Representative – Individual form**, giving authority to a nominated representative to carry out authorised actions on my behalf.

SECTION 12 – EXPERIENCE RECORD – page 14

I have **reviewed the experience pages on the QBCC website** to understand the current experience requirements for the licence classes I am applying for.

I have **provided a work history summary** of my all-round experience.

I have **provided evidence of experience examples** on a site-by-site basis to demonstrate that I meet the experience requirements for the licence class I am applying for.

I have **attached job details, project scope of work and work carried out** for each experience example I have provided.

I have **provided details of referees** who can verify my documented experience.

SECTION 13 – REFEREE REPORT – BUILDER OR BUILDER RESTRICTED APPLICATION – page 19

I have **attached a completed and signed referee report** from each of my referees.

SECTION 14 – PAYMENT OF FEES – page 23

I have reviewed the **application fees schedule** and identified the **total amount payable**, including the fee for an optional certificate (if applicable).

I have filled out my **credit card details in full**, including the total amount payable section.

I am aware that if my application is not successful, **the application fee is non-refundable**.

1. PERSONAL DETAILS – PAGE 1 OF 2
PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your personal information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. If you are granted a licence, some of this information will be included in the QBCC licensee register on the QBCC's website and the data.qld.gov.au open data website.

Your photograph is collected for inclusion on your licence card. You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth D D / M M / Y Y Y Y

ABN (if held)

LICENCE DETAILS *Tick only one option*
 I have never held a QBCC licence

 I currently hold or have previously held a QBCC licence and my licence number is

**PHONE
AND EMAIL**
Applicants are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESS
**BUSINESS
ADDRESS**
Applicants are required to complete all business address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC licensee register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

Postcode

**HOME AND
POSTAL
ADDRESSES**
Applicants are required to complete all home and postal address fields

Your home address will be listed on the public QBCC licensee register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			


1. PERSONAL DETAILS – PAGE 2 OF 2

MUTUAL RECOGNITION ELIGIBILITY

Do you hold a **current licence** in another **Australian state or territory** or **New Zealand** for the type of work you are applying for in Queensland? Yes No

Ticked YES? You may be eligible to apply for your licence using the Mutual Recognition process. For more information, visit qbcc.build/mutual-rec. You will also be asked to provide more information about this licence in section 10.

DECLARATION AND SIGNATURE

 **WARNING: Providing false or misleading information may lead to your licence application being refused, prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this application is true and correct
- I am aware that to hold a QBCC contractor licence I must satisfy the Minimum Financial Requirements (MFR) at all times
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Applicant's signature Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

 **NOTE: Once you sign your application, get it to QBCC as soon as possible!**
If more than **30 days pass** between when you sign this form and when QBCC receives it, your application will be delayed.

2. WORK ELIGIBILITY AND PROOF OF IDENTITY



STOP - If you are not an Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you are not able to apply for a licence. More information can be found on the QBCC website at qbcc.build/overseas-applicants.

WORK ELIGIBILITY

Which one applies to you?

I am an Australian citizen or a permanent resident.

OR

I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

OR

I am not an Australian citizen or permanent resident, nor do I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

VISA HOLDERS ONLY -  *Attach relevant documents*

I have provided a **copy of my current passport** or **ImmiCard**, clearly showing the **document number**, AND

I have provided a copy of my **current visa** and **any other work eligibility documentation** entitling me to work in Australia, clearly showing the document number and any relevant conditions.

PROOF OF IDENTITY – ALL APPLICANTS



All applicants are required to supply a **valid and current certified copy** of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.



A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC Customer Service Centre. Our staff can view, copy and verify them for you. For more information visit qbcc.build/certified-copy.

Place and country of birth (e.g. Brisbane, Australia)

LEGAL NAME CHANGE

Have you been known by any other 'legal' names? Yes No




Ticked YES? You must provide full details of all previous names you have been known by, including any relevant documentation (e.g. copy of proof of name change, marriage certificate etc.).

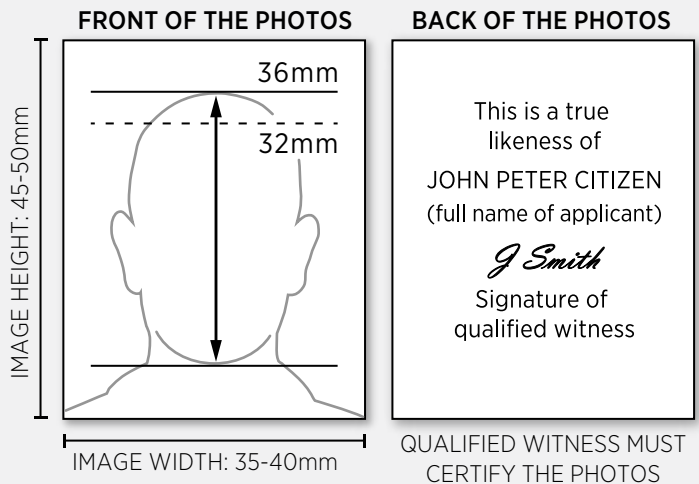
3. CERTIFIED PASSPORT-SIZE PHOTOS

Does the QBCC have a passport-size photo of you **that was taken within the last 10 years** that you consent to reuse for this application?

YES – You are not required to complete this section.
Go to next section.

- NO or UNSURE?** Please complete all sections on this page.
- You must provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this application and have a qualified witness complete the declaration below.
 - The photos must be **certified by a qualified witness** – a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
 - The photos need to be suitable for **inclusion in a QBCC licence**.
 - This is a **requirement for all applicants** regardless of how you prove your identity.
 - Your photos will be **valid for 10 years** once they have been received by the QBCC.

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP 



CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos must be **high resolution, in colour, meet our photo requirements** and be **less than 6 months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the applicant. The qualified witness must:
 - write the words “This is a true likeness of [insert applicant’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
 - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this application form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

certify the passport-size photos attached to this form are a true likeness of [insert full name of applicant].

I am a: Lawyer Justice of the Peace Notary Public QBCC staff member Commissioner for Declarations

Witness signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

This form must be signed by hand. Digital signatures are not accepted.


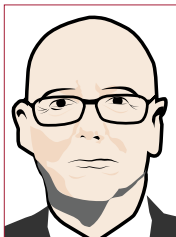
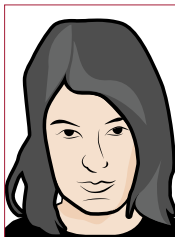
 **More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at qbcc.build/passport-size-photos.**

PHOTO EXAMPLES PLEASE NOTE: The following examples regarding subjects and imagery will not be accepted.

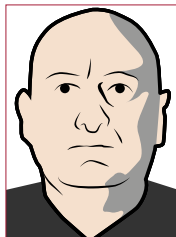
✗




No glasses.



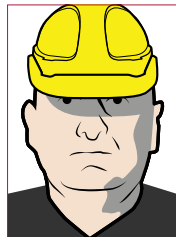
Head/chin must be up and directly looking into the camera.



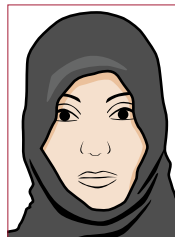
Face and background must be shadow free.



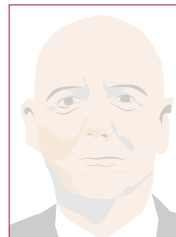
No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.



Head coverings must not obscure eyes or edges of the face.



Do not overexpose the image. Features must be clear and distinguishable at a glance.

4. LICENCE TYPE AND CLASSES

The licence you choose to apply for will depend on:

- your intended role in the industry
- the scope of work you will undertake or be responsible for
- if you can meet all the eligibility requirements.

More information about each licence type can be found on the QBCC website at qbcc.build/licence-type.

LICENCE TYPE Tick only one licence type (based on your intended role in the industry):

Contractor Allows you to enter into contracts directly with property owners or developers, or subcontract with builders. You can also be a nominee for a company as an employee or office holder.

OR

Nominee supervisor Allows you to be responsible for the supervision of building work by a licensed contractor as an employee. You can also act as the nominee for a licensed company. You cannot enter into contracts directly with property owners, developers or builders.

LICENCE CLASS

Before answering the next question, review the scope of work for the licence classes you wish to apply for and ensure it covers all work you intend to undertake. You can find this information on the QBCC website at qbcc.build/builder and qbcc.build/crbi.

Tick the box for the licence classes you are applying for (from the list below):

Builder	Builder restricted	Inspection
Builder—low rise	Builder restricted to kitchen, bathroom and laundry installation	Completed residential building inspection
Builder—medium rise	Builder restricted to shopfitting	
Builder—open	Builder restricted to structural landscaping	
Builder—project management services	Builder restricted to special structures (shade sails)	
	Builder restricted to special structures (signs)	


5. TECHNICAL QUALIFICATIONS

 **A copy of your relevant technical qualification MUST be provided. These documents do not require certification.**

BEFORE you lodge your application form, check the Technical Qualifications for Licensing document available on the QBCC website at qbcc.build/tech-quals for the current minimum technical requirements for each licence class.

Your qualifications must **meet or equate to the current technical requirements** for each licence class you are applying for. If your qualification is not current, you may not be granted a licence in that class and will not be refunded your application fee.

I have attached a **copy** of my **current** relevant technical qualifications.

 If any of the documents required to meet the technical qualifications are not provided:

- processing of your application will be delayed
- your application CANNOT be approved by QBCC until your documents have been received and approved.



WARNING: Please do not send original documents. Original documents will not be returned.

6. BUSINESS STRUCTURE

You must provide accurate information about your current business structure. More information about the application requirements relevant to your business can be found on the QBCC website at qbcc.build/business-structure.

COMPANY

Do you intend to carry out business through a company? Yes No

TICKED YES? The company must hold a QBCC company licence. If it does not already have one, you should complete a separate QBCC Company Licence application form. More information about the licensing requirements for companies can be found on the QBCC website at qbcc.build/company-partner-trust.

What is the Australian Company Number (ACN) and name of the company?

ACN

Company name




Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

REGISTERED BUSINESS NAME

Do you have a registered business name? (e.g. John Smith trading as Smith Builders).

Yes No

 **TICKED YES?** You must provide a copy of the **Current Business Name Extract** from the Australian Securities and Investments Commission (ASIC).

PARTNERSHIPS

Do you intend to carry out business in partnership with an individual or company?

Yes No

 **TICKED YES?** You must provide the following 2 documents with your application:

1. A signed copy of the QBCC’s **Partner Declaration form** - this form is to be **completed and signed by your business partner** and includes questions about their legal eligibility and suitability to be the business partner of a QBCC licence applicant

AND EITHER

2a. a copy of the **partnership agreement** that states:

- The names of the parties involved
- The terms of the business partnership

→ **OR if no partnership agreement exists** →

2b. a copy of QBCC’s **Statutory Declaration for Partnership Agreement**, found on **page 3 of the Partner Declaration form**.

More information about the licensing requirements for partnerships, and the link to the **Partner Declaration form**, can be found on the QBCC website at qbcc.build/company-partner-trust.

In some instances, the QBCC may need you to supply an **MFR report** to demonstrate you meet the minimum financial requirements. The QBCC will contact you to request this information if needed.

More information about minimum financial requirements can be found on the QBCC website at qbcc.build/what-mfrs.

TRUST

Are you a trustee of a trust?

Yes No

More information about the licensing requirements for trusts can be found on the QBCC website at qbcc.build/company-partner-trust.

TICKED YES? In some instances, QBCC may need you to supply an **MFR Report and signed financial statements** to demonstrate that you meet the minimum financial requirements. QBCC will contact you directly and inform you if this situation applies to you. More information about MFR reports can be found on the QBCC website at qbcc.build/mfr-report-dec.

In some circumstances, you can use a **Deed of Covenant and Assurance** if you do not have sufficient net tangible assets (NTA) to meet the level of maximum revenue you need. More information can be found on the QBCC website at qbcc.build/deed-cov-assurance.

7. PROFESSIONAL INDEMNITY (PI) INSURANCE



Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

Some classes of licence require that you obtain PI insurance. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

Answer question A to confirm if you need PI insurance.

A) Are you applying for a Contractor type of licence in any of these classes?

- Builder—project management services
- Completed residential building inspection

No – You do not need PI insurance. Complete section 8 Financial Category.

Yes – you may require Professional Indemnity (PI) insurance.



Important information on PI insurance requirements, conditions, acceptable evidence of cover, exemptions and the forms mentioned in the sections below are available on the QBCC website at qbcc.build/pi-insurance.

Builder—project management services applicants – **go to question B.**

Completed residential building inspection applicants – **go to question C.**

B) Applying for a Builder—project management services contractor licence?

1. Do you currently have another QBCC contractor type of licence in another class?

Yes – You must comply with the Minimum Financial Requirements (MFRs).

You are not required to have PI insurance. **Complete section 8 Financial Category.**

No – PI insurance is optional for this licence class.

You can either provide proof of PI insurance (go to question 2) **or** complete section 8 Financial Category.

2. Do you currently hold PI insurance?

Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.



You must provide the following evidence along with your application:

A completed and signed **Estimated Maximum Revenue Declaration form**.

A copy of a **statutory declaration** verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

a copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance.

Go to section 9 Legal Eligibility and Suitability. You do not need to complete section 8 Financial Category.

No – I do not hold professional indemnity insurance in my own name nor wish to provide this insurance for my application.

Complete section 8 Financial Category.

C) Applying for a Completed residential building inspection contractor licence?

Do you currently hold PI insurance?

Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.



You must provide the following evidence along with your application:

A copy of a **statutory declaration** verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

a copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance

No – I would like QBCC to waive the requirements for me to hold PI insurance.



You must provide the following evidence along with your application:


A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for you to hold PI insurance only if you meet the criteria for the waiver for a licence year. If granted, you will be required to give your clients a notice in writing stating you do not hold PI insurance.

Complete section 8 Financial Category.

9. LEGAL ELIGIBILITY AND SUITABILITY

PLEASE NOTE: To hold a licence, a QBCC licensee must be a fit and proper person. This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence. More information can be found on the QBCC website at qbcc.build/fit-proper.

 **You must answer ALL questions in the following section.** The QBCC regularly cross-checks the information you provide here with external agencies.

CRIMINAL OFFENCES

Do you have any disclosable criminal convictions? A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences (e.g. *Corporations Act*), but excludes traffic offences. Yes No

As a guide, a conviction is usually disclosable if:

- a conviction was recorded for a criminal offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for a criminal offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

Ticked YES or you are UNSURE? Please provide the relevant National Police Certificate (no older than 30 days) from an Australian State or Federal Police service.

- Applicants who have previously submitted a National Police Certificate for another application must submit a new, up-to-date National Police Certificate.
- Police checks from third parties and private providers will not be accepted as these reports may not include all police history information.

TRADE OR BUILDING WORK

Have you:

• **had** any infringement notices issued to you in the last 10 years in relation to building work, or **do you have** any pending disciplinary proceedings commenced against you in relation to building work? Yes No

Ticked YES? Please provide a copy of any relevant documents relating to the infringement notices or proceedings.

• **ever been** banned or disqualified, or **ever had** a licence cancelled or suspended by any Tribunal, Board, Commission or Authority in relation to building work? Yes No

Ticked YES? Please provide a copy of any decisions handed down by the Tribunal, Board, Commission or Authority.

OUTSTANDING DEBT

Do you:

• **currently** have a court or tribunal order or adjudication decision requiring you to pay a debt, or SPER debt for a QBCC fine, for which you have not yet paid in full? Yes No

Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

• **currently** have an unpaid judgment debt for an amount the QBCC may recover? Yes No

Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

FINANCIAL

Have you:

• **ever** become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? Yes No

Ticked YES? Please provide evidence of discharge from bankruptcy or finalisation of the debt agreement - either from the trustee/debt agreement administrator or a search from AFSA.

• **ever** entered into a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*? Yes No

Ticked YES? Please provide evidence that the personal insolvency agreement has been finalised - either from the trustee or a search from AFSA.

• **Have you ever been or held one of the following positions:** director, secretary, or an influential person in a position to control or substantially influence a company's conduct? Yes No

↳ **If YES**

↳ **Within 2 years of holding that position, have any of the following been appointed?** Yes No

- controller
- liquidator
- administrator
- receiver
- provisional liquidator
- or wound up for the benefit of creditors

Ticked YES? Please provide a copy of all reports to creditors.

10. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled on or after 1 October 2020? Yes No

Ticked YES for either question above? Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

NSW ACT VIC TAS SA WA NT NZ

Licence number

Type of licence (e.g. supervisor, contractor)

Class of licence (e.g. builder–open, builder restricted)

Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? Yes No

Ticked YES? Provide the date licence was suspended or cancelled

D	D	/	M	M	/	Y	Y	Y	Y

- If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:
- copies of interstate or New Zealand licences
 - copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

Reason the licence was suspended or cancelled

Need to provide details of more than one licence? Attach a document providing these details for each licence to your application.

11. NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – OPTIONAL

QBCC licence applicants have the option to authorise nominated representatives to complete different actions in some scenarios. By completing the **Nominated Representative – Individual form**, the people you authorise will be able to act on your behalf to make enquiries to the QBCC or complete specific functions for the licence.

To register and authorise a nominated representative, download and complete the Nominated Representative – Individual form from the QBCC website at qbcc.build/nom-rep-individual.

Current QBCC licensees are also able to add, remove and alter the nominated representative’s authorisation and the functions they can perform online through myQBCC. For more information on how to add or change nominated representatives through your myQBCC account, please visit the QBCC website at: qbcc.build/3EBfRvj.

12. EXPERIENCE RECORD

OVERVIEW

When applying for a QBCC builder licence, you need to demonstrate that you have the required experience relevant to the licence class you are applying for. You also need to provide the details of referees who can validate the experience you provide. This requirement applies to both contractor and nominee supervisor applicants.



IMPORTANT – HOW TO COMPLETE THIS SECTION

- **Review the experience requirements** and scope of work for each licence class you are applying for. More information and builder experience requirement fact sheets can be found on the QBCC website at: qbcc.build/builder.
- **You must provide enough examples** and detail to clearly show that you meet both the skills and years of experience requirements for the licence class you are applying for.

To provide more experience examples, download additional copies of this experience record from the QBCC website at qbcc.build/form-builder-experience.

WORK HISTORY AND EVIDENCE OF EXPERIENCE

Use this section to provide details of your work history and examples of experience you have personally carried out. There are two parts to this experience record.

WORK HISTORY SUMMARY

Provide a summary of your all-round work experience. **Complete this section once.**

EVIDENCE OF EXPERIENCE



Provide as many examples of experience as necessary to demonstrate that you meet both the skills and years of experience requirements for the builder class you are applying for. You can also include a floor plan or a few photos to support the details you provide if you wish.

IMPORTANT DETAILS TO INCLUDE

Please supply the following information about each project:

- **Job details** – remember to include the start and finish dates for when you worked on the project and details of the contractor who engaged you.
- **Project scope of work** – describe the full range of building work conducted, including the complexity of the build and the materials used.
- **Work you carried out** – provide a detailed description of your role **on-site** at each stage of the project, including specific examples of supervisory, administration and management services you carried out on the project. The experience you provide should cover all aspects of the builder scope of work you are applying for.



Include examples where:

- you have personally managed, supervised or performed building work on site
- QBCC will be able to confirm the work.



Do not include examples where:

- you only performed trade work on the project
- you are unsure of the timeframe
- the work was performed as part of a training program, apprenticeship or study toward a qualification
- the work was completed prior to obtaining your technical qualification for the licence, unless you were an employee of the supervising builder and can provide evidence to support each site as an employee.

REFEREES VALIDATE YOUR EXPERIENCE

For **each experience example** you provide, include the details of a referee who:

- held a licence or qualification at the same or greater level than the licence class you are applying for
- was a qualified builder or principal contractor on the project and was actively licensed as a builder at the time
- can personally verify the work you carried out and the competencies you demonstrated on the project.



To help validate the experience you provide, **ask each of the referees you list to provide a referee report** that you can attach to this application form. The referee report is found in **section 13 of this form** and additional copies of the referee report can also be found on the QBCC website at qbcc.build/form-builder-referee.

For Completed residential building inspection applicants only – a referee report is not required if you are relying upon experience contracted under your own licence where QBCC Statutory Home Warranty Insurance was taken out.

12. EXPERIENCE RECORD

WORK HISTORY SUMMARY

Provide a summary with details of your all round work experience and skills including:

- past employment, including the companies you worked for, your job titles and dates of employment
- a brief description of each job and your key responsibilities.



You must **complete this section and the evidence of experience section that follows** to provide examples on a site-by-site basis.



If you require more space, attach an additional sheet to your application.

12. EXPERIENCE RECORD – JOB AND REFEREE DETAILS - PAGE 1 OF 3

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the builder class you are applying for.

To provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-builder-experience.

JOB DETAILS

Site address

Suburb

State

Postcode

Name of the **licensed builder or principal contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

Your employment status on this site

Full-time*
 Part-time*
 Casual*
 Apprentice / Trainee
 Other

*** If you were an employee on this site, it is essential you provide evidence (e.g. income statements) to support your employment at that time so this experience can be counted towards your application.**

How often were you onsite during the project?

Daily
 Weekly
 Fortnightly
 Monthly
 Other

Your start date

M M / Y Y Y Y

Your finish date

M M / Y Y Y Y

REFEREE FOR THIS SITE

Provide details of a licensed builder who:

- was a suitably qualified supervisor or principal contractor working on this site and was actively licensed at the time
- held a licence or qualification at the same or higher level than the licence class you are applying for
- can personally verify the work you carried out and the competencies you demonstrated on the project.

Interstate or New Zealand experience – Provide evidence that the builder listed as a referee was the responsible builder for site building work (include a copy of insurance policies or building permits).

Full name

Licence number

Email

Phone number

Mobile phone

Position

Company

Role on this site

Referee report provided?

Including a referee report from this builder as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-builder-referee.

This licensed builder has provided me with a referee report that verifies my experience for the site above and I have included it as part of this application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 2 OF 3

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			

Provide details of the type of building for this project:

Rise in storeys	1	2	3	4	Over 4	Square or cubic metres (m ² or m ³) approximately				
Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c
Fire resisting construction (classes 2 - 9 only)		A	B	C	(as per Table C2D2, NCC Vol. 1)					


PROJECT SCOPE OF WORK

Describe in detail the full scope of work for this project.

Include the following details:

- type of construction (e.g. number of rooms, extra features such as swimming pools and any architecturally complex features)
- full range of building and trade work conducted on site
- construction methodology used and the sequence of work
- building products and materials used.

You can include a floor plan, photos and other documentation to support the details you provide.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 3 OF 3

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			

WORK CARRIED OUT – Complete sections A and B

Provide a detailed description of your role, responsibilities and the work you personally carried out or supervised on this project.

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/builder and qbcc.build/crbi.

The experience you provide should be appropriate to the scope of work you are applying for.


A) Place a tick ✓ to indicate all the building work you personally supervised or carried out across each stage of the project

Site works and foundations	Project management advisory and administration services	Apply building codes and standards
Supervise and coordinate structural and finishing trades throughout build	Superintendent functions	Manage associated finances
Fire protection work	Defect inspections	Effective communication
Workplace health and safety	Prepare and submit plans and documents for approvals	Resolve disputes
Business and contract administration	Interpret plans and specifications	Inspections and report writing

B) For all the work you have ticked in section A, describe how you competently carried out that work on the project

- Split this section into the typical stages of a building project (from preliminary building stage to completion)
- Include examples and specific details which describe the knowledge and technical skills you demonstrated (across each stage of the project) to carry out the work:
 - **Supervisory services** – the parts of the project and the trades you **personally supervised on site**, including examples where you applied your knowledge of building
 - **Administration services** – examples of your experience on the job in tendering, contracts, on-site stage meetings and inspections, payment of subcontractors, issuing certificates and project management
 - **Management services** – examples of where you prepared and submitted plans, coordinated and scheduled work, resolved problems on the project, communicated with clients, financial management and other services.

You can also include copies of documentation and photos of your work on the job to support the details you provide.

 If you require more space, attach an additional page to your application.



Provide more examples using the Experience Example form at qbcc.build/form-builder-experience.

13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 1 OF 4

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to determine whether the applicant is entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (the Act). The information you provide will be used for the purpose of assessing the licence applicant’s application and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register on the QBCC website and the data.qld.gov.au website. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

IMPORTANT

QBCC encourages referees to complete a referee report to validate the applicant’s experience in the scope of work that the applicant is applying for.

Referee reports **must be completed and signed by the referee** and include accurate information about the applicant.

To be eligible to be a referee, you must be a licensed builder who:

- was a suitably qualified supervisor or principal contractor working on this site and was actively licensed at the time
- held a licence or qualification at the same or higher level than the licence class the applicant is applying for (at the time of the applicant’s work experience)
- can personally verify the work the applicant supervised and carried out and the skills the applicant demonstrated.

You can **download additional copies** of the referee report from the QBCC website at qbcc.build/form-builder-referee.

APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

Full name

REFEREE DETAILS

Title Mr Mrs Miss Ms Other


Full name

QBCC licence number/registration number/qualifications

Phone number

Mobile phone

Email

REFEREE PROOF OF IDENTITY -  ALL referees are required to supply a copy of their identification.

I have provided a **copy** of photo identification (e.g. driver’s licence, passport, other government issued photo ID card).



WARNING: Providing false or misleading information may lead to this licence application being refused, or may lead to prosecution for an offence and/or review and possible cancellation of your licence.

REFEREE – DECLARATION AND SIGNATURE

I declare that:

- the information I am providing in this report is true and correct
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Referee’s signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

OFFICE USE ONLY	CRN		Receipt amount	\$		Reference no.	
	Receipt no.		Received by				

13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 2 OF 4



Provide details of projects where the applicant has worked for you.

You can **download additional copies** of this referee report at qbcc.build/form-builder-referee.

PROJECT 1

Site address

Suburb

State

Postcode

Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y

Applicant's completion date on this project

M M / Y Y Y Y

Construction project details and range of work conducted on-site

PROJECT 2

Site address

Suburb

State

Postcode

Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y

Applicant's completion date on this project

M M / Y Y Y Y

Construction project details and range of work conducted on-site

PROJECT 3

Site address

Suburb

State

Postcode

Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y

Applicant's completion date on this project

M M / Y Y Y Y

Construction project details and range of work conducted on-site

13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 3 OF 4

Place a tick ✓ in each box to indicate work the applicant competently carried out or personally supervised across these projects.

Site works and foundations	Project management, administration, and advisory services	Interpret plans and specifications
Supervise and coordinate structural and finishing trades throughout build on-site	Superintendent functions	Apply building codes and standards
Fire protection work	Defect inspections	Manage associated finances
Workplace health and safety	Prepare and submit plans and documents for approvals	Effective communication
Business and contract administration		Resolve disputes

1. Provide details of the applicant's **roles and responsibilities across various projects** (e.g. sole supervisor) including:

- what building stage did the applicant become involved on the job
- when and how often was the applicant working on the job
- details of trades the applicant directly supervised and managed on the job.

2. Provide examples on specific sites that demonstrate the applicant **competently applied legal and risk requirements to design, building and construction work** (e.g. certification, OHS, IR legislation, contractual requirements).

13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 4 OF 4

3. Provide examples on specific sites that demonstrate the applicant competently **interpreted and applied plans, specifications and compliant designs** for building and construction work.

4. Provide examples on specific sites that demonstrate the applicant competently **carried out and managed contract administration** in relation to building work (e.g. estimating, budgeting etc.).

5. Provide examples that demonstrate the applicant **competently resolved site issues** (e.g. with other trades, builders, defective work etc.).

6. Provide any other comments that support the applicant's experience.



Provide more examples using the Referee Report form at qbcc.build/form-builder-referee.

14. PAYMENT OF FEES

FEES

Refer to the **application fee schedule** on the next page for applicable fees.

Fees are based on:

- the financial category and Maximum Revenue you selected
- the type of licence you are applying for
- whether you are a current licence holder or a new applicant.

New applicants pay an application fee and their first year’s licence fees.

The application fee component is **non-refundable if your licence application is unsuccessful**.




LICENCE CARD AND CERTIFICATE

You will be issued with a **QBCC licence card** for no additional cost. You have the option to purchase a QBCC licence certificate as a printed hard copy.

OPTIONAL - Do you require a QBCC licence certificate? Additional fee of \$32.91 Yes No

Your licence card and certificate (if purchased) will be posted to you once the licence is approved. They will arrive separately to the approval letter.

PAYMENT

 Your application fee must be **paid in full** before QBCC will start to process or review your application.
Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Pay by mail – if you are posting your application to us, you **must complete the credit card details section below**.

NOTE: QBCC does not accept payment by cash or cheque.

PAYMENT OPTIONS

I will pay by card **in person** at the Customer Service Centre.

OR

I will pay by credit card by filling out the card details below and **sending this form by post**.

Name of cardholder

Credit card number


Expiry date M M / Y Y


--	--	--	--	--


Total Amount \$

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your application either in person or via post.

 **In person:** A full list of QBCC Customer Service Centres can be found on the QBCC website at qbcc.build/contact-us.

 **Post:** GPO Box 5099, Brisbane Qld 4001

 **For security purposes, do NOT send QBCC forms that include payment details by email.**

INDIVIDUAL APPLICATION FEES SCHEDULE


Effective 1 July 2024 – 30 June 2025

Which fee do I pay?

The application fee you pay will depend on whether you hold a current licence with the QBCC or not, the type of application and the Maximum Revenue selected (for contractor applicants only).


APPLYING FOR A NOMINEE SUPERVISOR LICENCE

Applicant scenario	Application Fee	Licence Fee for first 12 months	Total Application Fee
New applicant	\$234.58*	\$234.58	\$469.16
Current nominee supervisor adding a licence class to existing nominee supervisor licence	\$234.58*	N/A	\$234.58

 * If your application is unsuccessful, this application fee is non-refundable.

APPLYING FOR A BUILDER CONTRACTOR LICENCE

Applicant scenario	Financial Category	Application Fee	Licence Fee for first 12 months	Total Application Fee
New applicant	SC1 – Maximum Revenue of up to \$200,000 SC1 is ONLY available for Completed Residential Building Inspection. SC1 is NOT available for Builder, Builder Restricted or Builder – Project Management Services applicants.	\$410.54*	\$313.50	\$724.04
	SC2 – Maximum Revenue of \$200,001 to \$800,000	\$469.16*	\$392.20	\$861.36
	Category 1-2 – Maximum Revenue between \$800,001 and up to \$12M	\$634.99*	\$469.16	\$1,104.15
	Category 3-7 – Maximum Revenue of more than \$12M	\$881.44*	\$705.75	\$1,587.19
Current contractor adding a licence class to existing contractor licence and with the same Maximum Revenue <i>A change in Maximum Revenue might mean an adjustment to your licence fees. QBCC will contact you with these details when assessing your application.</i>	SC1 – Maximum Revenue of up to \$200,000 SC1 is ONLY available for Completed Residential Building Inspection. SC1 is NOT available for Builder, Builder Restricted or Builder – Project Management Services applicants.	\$410.54*	N/A	\$410.54
	SC2 – Maximum Revenue of \$200,001 to \$800,000	\$469.16*	N/A	\$469.16
	Category 1-2 – Maximum Revenue between \$800,001 and up to \$12M	\$634.99*	N/A	\$634.99
	Category 3-7 – Maximum Revenue of more than \$12M	\$881.44*	N/A	\$881.44

 * If your application is unsuccessful, this application fee is non-refundable.

CERTIFICATE

Printed hard copy \$32.91

Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Queensland Building and Construction Commission Act 1991* (“the Act”)

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC’s licence and application fees are exempt from GST. You will not be issued with a tax invoice.